

Minden Branch:
1625 Library Lane
P.O. Box 337
Minden, NV 89423

Ph: 775-782-9841
Fx: 775-782-6766

Web: <http://douglas.lib.nv.us>



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
Mail: P.O. Box 4770
Stateline, NV 89449

Ph: 775-588-6411
Fx: 775-588-6464

Dear Student,

Thank you for choosing Douglas County Public Library as your test administration site. We are happy to be able to provide this service at no charge. The library will administer paper tests in Minden and Zephyr Cove and online exams only in Minden. Testing at the main library in Minden is in the public area of the library. Signage is posted during the exam so you will not be disturbed. If you require an isolated testing area, you may take your exam in a small conference room at our Zephyr Cove branch on Thursdays. All exams must take place during library business hours. The library makes no guarantee of which staff member will administer the exam.

Here are a few reminders to ensure a smooth testing process:

- Submit any paperwork required by the school or agency to be completed by library staff prior to testing as early as possible.
- If online testing requires specific software or hardware, please provide written information from your educational institution specifying all necessary requirements before scheduling the exam. Not all technologies are available on library computers.
- Request test from school or agency so it arrives at the library in a timely manner. Please contact the library 1 or 2 days before the exam to make sure it has arrived.
- Call the library to set up an appointment to take your test. Please do not wait until the last minute to schedule your exam; we may not be able fit it into the library's schedule on short notice. Proctoring is offered at the following times:

Minden Library

Mondays: 10:00 – 12:00 and 2:00 – 6:00
Tuesdays: 2:00 – 6:00
Wednesdays: 11:00 – 1:00 and 2:30 – 6:30
Fridays: 2:00 – 5:00
Saturdays: 10:00 – 12:00

Zephyr Cove Library

Thursdays: 10:00 – 4:00

- Bring a photo ID, preferably a driver's license or other ID that has your name imprinted with the picture.
- Bring pens, pencils, and any materials that you are allowed to have during the test (notes, books, scratch paper, etc.). Cell phones, electronic devices, purses, etc. will be kept by the proctor until the exam is complete.
- If the school or agency does not pay return postage, please bring appropriate postage to be affixed to the return envelope. The library does not pay for postage and does not sell stamps. The library is responsible for handling the return of the test.

If you have any questions, please contact one of us at (775) 782-9841.

Sincerely,

Luise C. Davis
Support Services Librarian

Deborah J. Blackman
Circulation Librarian

Kathy Echavarria
Youth Services Librarian

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July 2008

To Whom It May Concern:

Our library has been asked to serve as a proctor for one of your students. We are pleased to be able to assist you in this area. Please read the following information. If our procedure for handling proctoring does not correspond to your requirements, it will be the responsibility of the student to make special arrangements.

All scheduling for exams and correspondence should be addressed to me. Because of the difficulty of scheduling our meeting rooms, we provide testing space in the public area at our main library in Minden. Examinees are isolated as much as possible, with appropriate signage so they won't be disturbed. Students may take either paper or online exams in Minden.

If that setting does not work for your student, the student may choose to take the exam at the Zephyr Cove branch where paper exams can be taken in a small conference room. Unfortunately, online exams are not available at Zephyr Cove.

Due to staff scheduling, any one of the authorized staff from the list below may serve as proctor at the time of the examination:

Luise Davis, Librarian
Kathy Echavarria, Librarian
Deborah Blackman, Librarian
Linda Wilson, Librarian
Linda Deacy, Library Director

We will make every effort to assist your students but we are not able to guarantee the availability of any particular proctor for any particular examination.

Sincerely,

Luise C. Davis
Support Services Librarian